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Home Education Exchange Handbook

Last Rev December, 2005

The following document outlines the philosophy, goals, and operating procedures for the **Home Education Exchange (HEE)**.

Philosophy:

Home Education Exchange program recognizes that parents have the primary responsibility for their children's education and the State of Washington recognizes that parents have the right to partner with their public schools to receive aid and support while maintaining personal involvement with their children's learning in a variety of venues including home instruction.

Mission Statement:

The Shoreline School District and the Home Education Exchange are dedicated to offering quality educational support to family based education. The program is designed to serve families who believe they have the primary responsibility for their children's education and seeks to partner with them by providing resources and staff to help achieve their personal learning goals, and to enable families of lifelong learners to experience the joy of learning while preparing them to meet the challenges of a rapidly changing world.

Goals:

It is the goal of the Home Education Exchange to:

- provide home educated students, in grades K-12, the means to access Shoreline School District resources under the direction of their parents with support of Home Education Exchange staff.
- offer individualized support to the families and enhance the students' educational opportunities
- help coordinate on site and online classes, workshops, and activities
- use technology tools to help families in their acquisition of information, skills and communication
- offer individualized support in assessing student progress and academic improvement

Program Features:

1. Written Student Learning Plan (WSLP):

- Parents, students and staff write individualized student learning plans or SLP with specific goals and objectives.
- The SLP is reviewed monthly from the start date and monitored weekly with a certificated staff (SLP Consultant), parent, and/or the student.

2. Supervision of Student Learning Plans:

- The Home Education Exchange recognizes the parent as the primary instructor, facilitator, and mentor for the student. The parent/s must participate in the design of the student's personal education plan, approve the final student learning plans, help provide and implement the instruction, and participate in the assessment and evaluation of the learning. A parent or adult designee must be on campus when the student attends classes and activities at the Home Education Exchange facility. The Home Education Exchange staff facilitates the process of attaining the education goals in partnership with the parents and student.
- At least once per week the student and/or parent will personally contact a Home Education Exchange certificated staff member to exchange information about the student's progress on his/her student learning plans. The contacts may be face-to-face, via telephone or online two-way digital communication
- Once per month the parent will record monthly satisfactory progress using the online WINGS database. Staff is available by appointment for the purpose of evaluating the student's performance and/or to providing support for the student's learning plan. The SLP Consultant will also assess the students progress and approve the monthly report.
- Satisfactory progress will be determined by consensus of the staff, parent and student based on the student's performance on assigned tasks, tests, presentations, effort and attitude. Full-time students will take part in the District's annual testing program. If monthly progress is not satisfactory a new student learning plan/s will be developed by the parent/s and staff. If the student fails to show progress on the subsequent student learning plan/s new plan/s will be developed by the parent/s and staff, which may lead to seeking support in other programs.

3. Student Curriculum Fund:

- A parent-directed per student curriculum fund is available to support the student's education plan expended at no more than 1/3 of the annual total per trimester.
- Funds may be used for curricula, materials, supplies, fees, and approved tuitions.
- Curriculum support funds are based on the student's learning plan and the amount is based on the student's enrollment status.

4. Site-based Instruction:

- HEE offers a variety of education courses and activities
- Classes, workshops, and special activities are initiated by parents and/or staff.
- Field trips and special speakers are initiated by parents and/or the staff
- On site technology tools and training are provided by parents and/or the staff

5. Online curriculum and distance learning opportunities:

- The program develops and offers online courses and activities
- Parents and students may also initiate online classes and special activities

6. Access to available curriculum materials:

- Home Education Exchange provides access to many district materials, equipment, and resources
- Parents and students access their student curriculum fund to purchase materials, books, and resources related to their SLP requirements

7. Communication resource for families and students:

- Access to email and the Internet are provided on site for participating families
- Calendars, schedules, and program information are maintained on the Internet as well as on site
- Weekly important information is emailed to members and posted on site.

8. Family Friendly:

- HEE provides an environment that is accommodating to families with children of different ages, interests and abilities
- HEE is a program that honors diversity, supports individual needs and encourages sharing and collaboration

9. Maintain compliance with District and State requirements:

- The Home Education Exchange will maintain compliance with the Washington State (WAC 392-121-182) and Shoreline School District operational guidelines

Program Enrollment:

Home educated students K-12 requirements:

Home Education Exchange provides home-educated students (K-12) the means to access Shoreline School District resources under the direction of their parents and with individual support from the Home Education Exchange staff to enhance home-based education opportunities. A student may enroll as full-time or part-time. While on site the students must be supervised by a parent, guardian, or other designated adult.

Due to staffing limitations and budget constraints the quota for full and part-time students is limited. Home-based education students and private school students may enroll in the Home Education Exchange part-time on a space available basis. Based on the current staffing of Certified Teachers (ratio of 60:1) the total enrollment is set at 90 FTE or 100 students.

FTE	Grade	Hours	Curriculum Fund*	Quota	Comments
.5	K	10	\$400	10	.5 day
1.0	1 - 3	20	\$600	40	
1.0	4 - 12	25	\$600	40	
.10 -.45	K	1 - 9	\$0 - \$200	5	
.10 -.95	1 - 3	2 - 19	\$0 - \$500	10	
.10 -.96	4 - 12	2.5 - 24	\$0 - \$500	10	

* The curriculum funds are disbursed evenly over three trimesters. If a student's FTE status changes his/her curriculum fund amount will be adjusted appropriately.

Parents, students and staff will devise and record student learning plans with specific learning goals, appropriate assessment methods and an appropriate timeline for the completion of learning objectives. Assessments may include but are not limited to rubrics, written tests, demonstrations, and observations. Students will maintain weekly contact with the staff via face-to-face meeting or through the use of telephone, e-mail, instant messaging, interactive video communication, or other means of digital communication. Progress on the student's education plan will be reviewed monthly online using the WINGS online database. Full-time students will take the District's standardized assessment annually.

The Home Education Exchange does not provide stand-alone high school courses that lead to Shoreline District credits or a diploma. The program supports learning goals designed to provide the academic and life skills necessary for access to higher education, qualification for vocational programs and employment opportunities, and supports a number of distance learning programs that offer high school credits and diplomas.

Enrollment Procedures:

- After home schooling for 90 days or more contact the office to set up an enrollment conference.
- Sign the Statement of Understanding
- Complete an enrollment form
- Complete an emergency information form
- Complete an immunization form
- Arrange for a Student Learning Plan conference during the first week of school or prior to the start date.
- Complete Student Learning Plans with estimated dates and times
- Implement the education plan and access support and services

Exiting the Program:

A student or family may exit at any time:

In the event that a student withdraws from the program, non-consumable materials and equipment purchased with curriculum funds must be returned to the Home Education Exchange or purchased by the parent.

Procedure for withdrawal:

- Complete an Intent to Withdraw form
- Return all non-consumable textbooks, materials and equipment currently checked out
- Arrange for an exit conference
- Complete transfer documents or Intent to Home School form

Purchasing Materials & Services:

Per Student Curriculum Fund:

Home Education Exchange provides a per student Curriculum Fund to support the Student Learning Plan (SLP). The curriculum fund is intended to provide necessary curriculum material, equipment and services required to achieve the student's goals. Full-time students receive the full allocation while part-time students and new students receive a prorated portion based on their FTE percentage and/or their date of enrollment. All non-consumable items remain the property of Shoreline School District and must be returned when the purpose has been met or upon exiting the program.

Expenditures must be approved by the student's SLP Consultant and addressed in the student's learning plans monthly review.

Items that may be submitted for reimbursement

- All books, curriculum materials, and supplies listed as resources required to support the subject goal/s in the written student learning plan and approved by the SLP Consultant prior to purchase, e.g., curriculum, general supplies, software, books, manipulatives.
- Field trip admission for the enrolled student/s and one parent. The activity must be directly related to a learning activity that is supporting a goal and approved prior to purchase.
- Private or group lessons that are a part of the student's learning plan, taught by approved instructors. (Approved instructors complete program requirements ensuring they are qualified, safe, and legitimate.)

Items that may not be submitted for reimbursement

- Sectarian materials of any kind. Materials that promote one religion over another
- Memberships
- Registration for any religiously affiliated organization
- Uniforms
- Sports equipment
- Backpacks
- Driver's Education fees
- Textbooks for Running Start
- Tickets for fun centers, e.g., Wild Waves
- Fees for class group parties or outings unless strictly educational
- Animals – even if part of a science project or lesson
- Musical instruments/supplies
- Dues to organizations such as Scouts, Camp Fire, etc.
- Computer supplies such as ink cartridges, system upgrades, etc.
- Laptop Insurance Fee

Material Reimbursement Procedures:

- Parent and/or advisor identifies a need and records it in the student's SLP monthly review
- Parent checks current Home Education Exchange inventory for the item. If the item is available, it may be checked out for the required time
- If the item is not available from the current inventory an approved purchase may be initiated

There are two options for purchasing the item. The Home Education Exchange office staff will send a purchase order requisition to the district, or a parent may use personal funds to make the purchase and receive reimbursement.

Option 1: Purchase Order Options:

- Parent enters purchase information in WINGs database for approval
- Parent completes Purchase Request hardcopy form
- Parent gives form to office staff for final approval
- Office staff confirms funds available, completes a requisition and sends it to district purchasing office
- District purchasing places the order with the vendor (this process may take from several days to several weeks)
- When a non-consumable item is received at Home Education Exchange it will be bar-coded, entered in the inventory, and checked out to the student placing the order
- When a consumable item is received at Home Education Exchange it will be given to the student placing the order

Option 2: Parent's Personal Funds:

- Parent obtains a Purchase Request form and purchase approval*
- Parent purchases the item
- Parent enters purchase information in WINGs database for approval
- Parent brings the item, the completed Purchase Request form, and the original detailed receipt to the Home Education Exchange. Each non-consumable item is barcoded, entered in inventory and checked out to student
- Office staff sends the approved Purchase Request form to district purchasing office
- The district processes the voucher and mails reimbursement directly to the parent

** All non-consumable materials must be barcoded and entered in inventory. Neither religious materials nor any items submitted without an appropriate receipt are eligible for reimbursement. All non-consumable materials are the property of the Shoreline School District and must be returned to the Home Education Exchange at the end of the school year, unless the program coordinator approves an extension.*

Purchasing Services:

Procurement Procedure for Services:

A service is defined as instruction and/or fees charged for classes and presentations supporting the student's SLP.

- Parent and/or advisor identifies a service need based on and included in the student's SLP
- Service provider must be approved by program coordinator and listed on the approved vendor list.

Reimbursement for Services:

- Parent completes Registration Acknowledgment form prior to service
- Parent enters purchase information in WINGs database for approval
- Parent gives form to office staff and receives approval.
- Office staff completes a requisition for contractual services and sends it to district purchasing office
- If payment is required at registration, parent will bring original invoice or billing statement to office staff for reimbursement.
- District purchasing creates a purchase order for the approved service provider or parent
- Approved service provider submits monthly invoice to office staff - signed by provider and detailing hours taught and/or fees incurred
- Office staff submits invoice to district purchasing
- The district processes the invoice and mails payment directly to the service provider

Checking Out Materials:

Home Education Exchange maintains an inventory of textbooks, workbooks, materials and equipment. Participants may check out these items for an appropriate period of time to meet the educational goals reflected in their SLP. Materials are returned at the end of the school year or may be checked out for use over the summer. Please confirm your intent with office staff.

Procedure:

- Using the WINGs database check out item using the HEE barcode number, and confirm the item description. If the item is for a goal identified on the student's SLP, record the item on the SLP monthly review
- Parents are asked to return the item when they have completed using it so it may be returned to our on site inventory for other members to use

Initiating Classes:

Initiating parent organized classes:

Home educators have historically organized co-ops, field trips, various classes, and support networks within the home schooling community for matters which often require a group activity, or a special talent the parent may not have. The Home Education Exchange offers its facility to members who wish to pool their resources, interests, mentorships, etc. for group activities and specialty classes (e.g. art, drama, sports, foreign languages, etc.).

Procedure for initiating site based activities or classes:

- Identify an educational need
- Complete a course or activity request form
- The office manager will post the proposed activity or class description and solicit interested members.
- Any instructor or activity leader working with students must complete a district background check and be placed on the approved vendor list.
- If there is sufficient interest and supporting funds are available the activity will be arranged.

Using On site Equipment and Software:

Specialized equipment and software is available for use by participants:

Home Education Exchange maintains specialized equipment like computers, camcorders, video decks, audio equipment and other technical tools. Many of the items are expensive, limited in number, and must be operated by knowledgeable users.

Hardware:

- Obtain permission to use equipment
- Use equipment only for its intended purpose
- Return the equipment in good condition to the original storage area
- Report any malfunctions or damage immediately

Software:

- Do not install any software on the Home Education Exchange computers
- Always exit the software and return the CD to the original storage area before leaving the building
- Report any malfunctions or damage immediately

Internet Access:

- All students must have an Internet Consent form signed by the parent before access to the Internet is allowed
- Students must be supervised by an adult when accessing the Internet
- It is highly recommended that online searches be conducted through the Yahoo!igans search engine or other “child-safe” web sites

Using On site Facilities:

- Students must be accompanied by a parent or designated adult while on campus.
- Use of site facilities is available to participants during operating hours
- Scheduled classes take precedence over individual use
- Home Education Exchange maintains its facility for the benefit of the participating families. Rooms and equipment may be used for meeting individual or group educational objectives and program goals

Visitors:

Visitor Guidelines:

- All visitors must check in with the office when arriving and leaving
- If a visitor is coming to a scheduled class it is the responsibility of the student to obtain prior permission from the instructor
- Visitors must be accompanied by the member and responsible parent or designated adult
- Visitors may not check out books, equipment or materials